



**Lilburn Downtown Development Authority  
Meeting Minutes**

**DRAFT**

**September 16, 2020**

**Zoom Meeting**

9/16/2020 - Minutes

## **Work Session Agenda**

- I. Zoom Meeting Information
- II. Call To Order  
Chairman Elmer Nash called the meeting to order at 6:35 p.m.
- III. Training With Georgia Municipal Association's Economic Development Manager And Georgia Placemaking Collaborative Program Manager, Stephanie Aylworth
- IV. Adjournment

Board member Mills made a motion to adjourn from the work session at 7:46 p.m., seconded by Board member Price.

**Motion passed with a 6-0 vote.**

## **Meeting Agenda**

- I. Call To Order

Chairman Nash called the meeting to order at 7:47 p.m.

Present:

- Chairman Elmer Nash
- Hugh Wilkerson, Board Member
- Mark DeArmon, Board Member
- Joe Nocera, Board Member
- Scott Mecredy, Board Member
- Tom Mills, Board Member
- Eddie Price, Councilmember
- Jenny Simpkins, Assistant City Manager

- Melissa Penate, City Clerk
- Brian Burchik, Community Development Administrator & PIO

## II. Approval Of Agenda

A motion to approve September 16, 2020, DDA meeting agenda was made by Board member DeArmon, seconded by Board member Wilkerson.

**Motion passed with a 6-0 vote.**

## III. Approval Of Minutes

### 1. DDA Meeting Minutes August 19, 2020

A motion to approve August 19, 2020, DDA draft meeting minutes was made by Board member Mills, seconded by Board member DeArmon.

**Motion passed with a 6-0 vote.**

## IV. Old Business

### 1. Financial Report - August 31, 2020

Assistant City Manager, Jenny Simpkins:

The beginning balance in July was \$236,291.45. The DDA received rent from 1910 Public House & Dwayne Anderson (\$1,535.00), 4365 Velva Way (\$100.00), and Apartments 2 & 3 (\$200.00).

In August, payments were made to Big Mouth Signs for banners and sign toppers in the amount of \$7,491.67, and \$1,000.00 for design services for signage. \$280.81 was paid to Gwinnett County for the water bill for the duplexes. \$ 367.50 was paid to Carothers & Mitchell for legal services that were provided. Two reimbursements were paid to the City of Lilburn for August and September legal services that were rendered to the Lilburn DDA of \$918.75.

Lilburn DDA received \$8,397.92 in interest from Seed Capital Investments for July, CRC Restaurant Group for August's rent, and August rent from Bonaventure. The total August deposits were \$10,232.92, and total expenses were \$10,058.73. The ending balance for August 31, 2020, is \$236,465.64.

A motion to approve August 31, 2020, financial report was made by Board member DeArmon, seconded by Board member Wilkerson.

**Motion passed with a 6-0 vote.**

### 2. Update - DDA Property

Jenny Simpkins noted that the four structures located on the Main Street Assemblage are out to bid to be demolished. The bid closes in October 2020.

### 3. Update - Lilburn Community Improvement District & Lilburn Community Partnership

Councilmember Eddie Price:

The Lilburn CID met on the morning of September 16, 2020. The CID is working on expanding CID membership from the businesses in the City as well as purchasing more Flock cameras. Seven Flock cameras have already been purchased to be installed in the City of Lilburn. The Lilburn CID

is also working on wayfinding signs in partnership with the City of Lilburn.

4. Update - Development Activities  
No updates.

V. New Business

1. Approval To Purchase Pre-Demolition Asbestos And Lead-Based Paint Surveys For Four DDA-Owned Structures

A motion to approve Geo Hydro Engineer Inc. for pre-demolition asbestos and lead-based paint surveys for DDA-owned structures for \$6,000 was made by Board member DeArmon, seconded by Board member Mecredy.

**Motion passed with a 6-0 vote.**

- VI. Old Town Updates  
No updates.

- VII. Public Comment  
Tim P. - Enjoys the trees in Old Town Lilburn. Mr. Tim would like to see a tree buffer at the Noble Village subdivision.

- VIII. Executive Session (If Needed)  
None.

- IX. Adjournment

A motion to adjourn at 8:14 p.m. was made by Board member DeArmon, seconded by Board member Nocera.

**Motion passed with a 6-0 vote.**

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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Jenny Simpkins, Recording Secretary  
Assistant City Manager

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Elmer Nash, DDA Chairman